

Navin Kumar

IT Project Manager

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Professional Summary

Project Manager with a total of 6 years of experience, including 4 years in IT project management and 2 years in mechanical projects. Experienced in managing end-to-end project delivery, including planning, scheduling, risk and issue management, quality compliance, and stakeholder coordination. Skilled in working with cross-functional and onsite–offshore teams, and proficient in Agile and Waterfall methodologies. Proven ability to deliver projects within defined timelines, budget, and quality standards. Hands-on experience working with enterprise clients such as Vodafone, Adani Group, Black & Decker, and KARAM Industries.

Professional Experience

IT Project Manager

Arresto Solution Pvt Ltd | Feb 2023 – Feb 2026

- Managed end-to-end IT project delivery ensuring adherence to project schedules, scope, and quality standards as per client SLAs
 - Created and maintained project plans, delivery schedules, RAID logs, and status reports
 - Coordinated with on-site and offshore engineers and participated in regular customer calls and governance meetings
 - Acted as Single Point of Contact (SPOC) for enterprise clients including Vodafone, Adani Group, Black & Decker, and KARAM Industries
 - Identified, tracked, and escalated project risks, issues, and dependencies to senior management and customers
 - Facilitated Agile ceremonies including sprint planning, daily stand-ups, sprint reviews, and retrospectives
 - Coordinated UAT activities, release planning, and production deployments
 - Created and maintained quality documents, delivery metrics, and compliance artifacts
 - Supported internal audits, process compliance, and continuous improvement initiatives
 - Performed value creation and knowledge management (KM) activities to improve delivery efficiency
 - Participated in technical design discussions and reviewed functional and technical documents
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IT Project Manager

SGB Brand Safeway | March 2021 – Jan 2023

- Supported Project Managers in planning and executing application development and system enhancement projects
- Assisted in preparing project schedules, effort plans, and delivery trackers
- Coordinated with development, QA, and business teams to ensure smooth execution
- Participated in customer calls, internal reviews, and progress tracking meetings
- Supported UAT coordination, release management, and go-live activities
- Ensured adherence to defined processes, documentation standards, and quality guidelines

Mechanical Project Coordinator

Saisen Enterprises | Sept 2018 – Dec 2020

- Coordinated project activities for tipper fabrication and manufacturing
- Managed production planning, scheduling, and progress tracking
- Worked with design, procurement, and shop floor teams
- Ensured material availability and vendor coordination
- Monitored fabrication, assembly, and hydraulic installation
- Identified delays and supported issue resolution
- Maintained quality and safety standards
- Handled project reporting and documentation

Key Achievements

- Project Delivery Excellence: Successfully delivered multiple enterprise IT projects with zero critical post-deployment failures
- Managed schedules, resources, and cross-functional dependencies
- Process Improvement: Streamlined project workflows and reporting mechanisms, improving delivery efficiency
- Coordinated onsite–offshore teams and client stakeholders
- Ensured delivery as per defined timelines, quality standards, and compliance requirements.

Technical Skills

IT Project Management Skills

- Project Management: Project Planning, Scheduling, Agile & Waterfall, Risk & Issue Management
- Stakeholder Management: Client Coordination, Governance Calls, Escalation Management
- Delivery & Quality: Quality Documentation, Metrics Tracking, Audits, Compliance
- Process Improvement: Continuous Improvement, Value Creation, Knowledge Management (KM)
- Tools & Software: JIRA, MS Project, Confluence, SharePoint, MS Office

Education

Masters in IT Project Management | *Simplilearn* | 2021-2022 | Distinction

B. Tech in Mechanical Engineering | *AKTU University* | 2014-2018 | First Division

Projects

Enterprise IT Project – Centralized Business Application Platform

- Delivered a centralized enterprise system for 12+ global clients including Vodafone, Adani Group, Black & Decker, and KARAM Industries
- Led planning, execution, and governance across multiple parallel client implementations
- Managed cross-team dependencies and coordinated releases across environments
- Achieved successful go-lives with minimal post-production issues

Client Portal Integration

- Led end-to-end IT project delivery for enterprise client portal integration initiatives
- Managed system integration timelines and stakeholder coordination
- Acted as client SPOC for requirements, reviews, and escalations

- Coordinated UAT, release planning, and successful production go-live

Declaration: I hereby confirm that the information provided is accurate and complete.